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CIVILIAN DEFENSE



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*General Outline
of Organization and Duties
for Local Councils*

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CIVILIAN DEFENSE



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of Organization and Duties
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PREPARED BY
ILLINOIS STATE COUNCIL OF DEFENSE

(Printed by Authority of the State of Illinois)

ILLINOIS STATE COUNCIL OF DEFENSE

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FOREWORD

THIS BOOKLET has been prepared to provide a complete general outline of the organization, functions and activities of a Local Council of Defense. Its application should vary with the requirements of each locality. It is essential, for example, that each function of the Citizens' Defense Corps must be performed. However, in some communities because of limited population and other local conditions it is possible to progressively reduce the staff personnel. Duties may be combined in a single individual, such as

1. Controller and Communication Officer
2. Chief of Police and Chief Air Raid Warden
3. Chief of Emergency Public Works and
Chief of Emergency Utilities.

For full treatment of the activities of all the Citizens' Defense Corps agencies and Service Corps Committees and the required training of the personnel, reference should be made to the pamphlets, handbooks and other material indicated in the bibliographies, pages 27, 28, 29, 30.

GEOGRAPHIC DIVISION OF ILLINOIS STATE COUNCIL OF DEFENSE

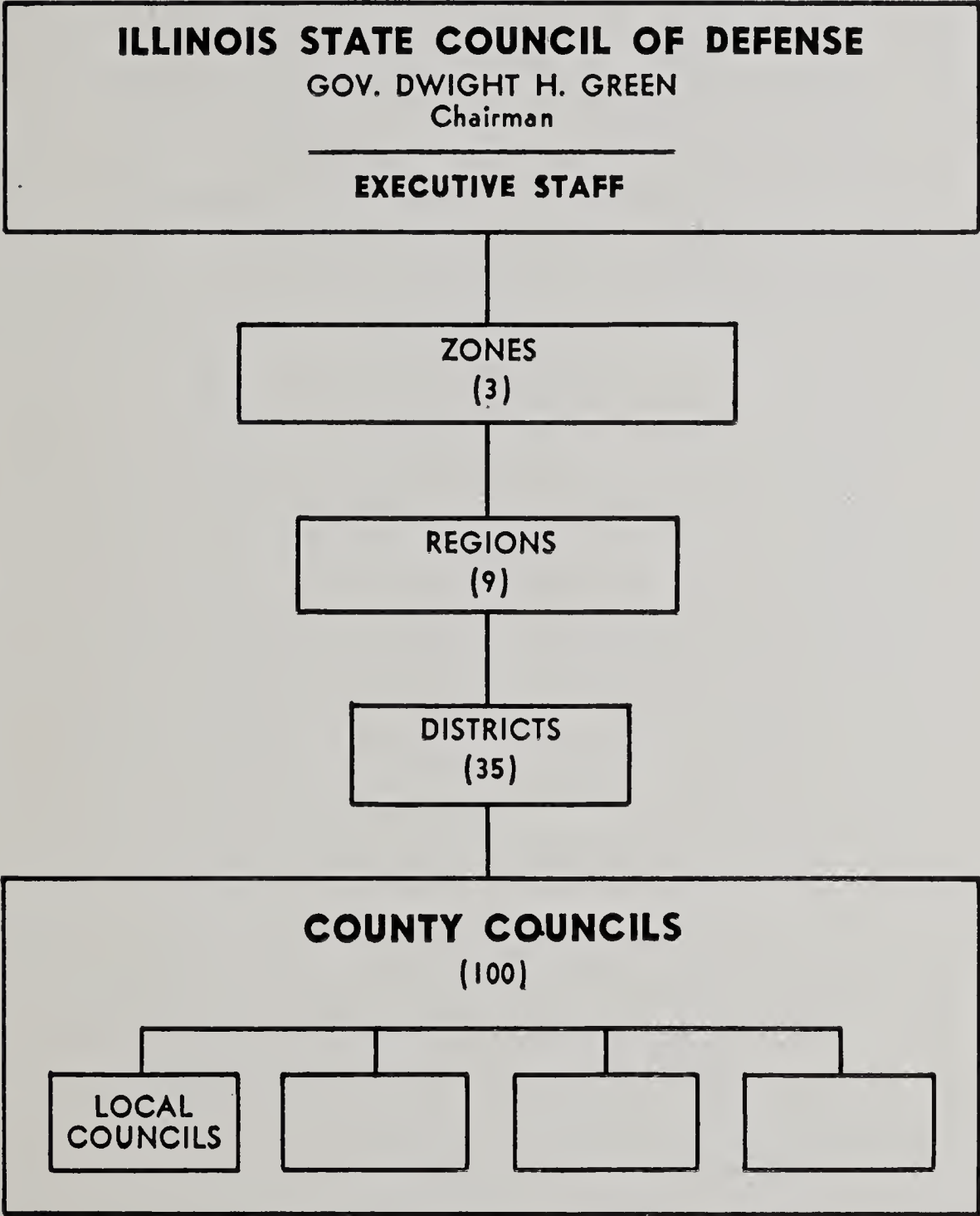
GOVERNOR DWIGHT H. GREEN is the Chairman of the Illinois State Council of Defense. There is an Executive Staff by which the decisions of the Council are put into execution for the Local Councils as operating units.

The Field Forces are divided into 3 Zones, 9 Regions, 35 Districts and 100 Counties. A Director as representative of the State Council is assigned to each geographic unit. The Zone, Region and District are the agents of decentralization for the Executive Staff.

In each County there will be, in addition to the County Council, as many Local Councils as may be required, usually from one to five, and these Councils will be the only actual operating agencies.

The Executive Director (or Coordinator) of the County Council of Defense will be charged with the responsibility of interpreting the directives of the State Council; of following through instructions and with reporting the results obtained by all Councils in his County.

GRAPHIC CHART OF GEOGRAPHIC DIVISION OF ILLINOIS STATE COUNCIL OF DEFENSE



AUTHORITY FOR CIVILIAN DEFENSE

FEDERAL

THE *U. S. Office of Civilian Defense* was established on May 20, 1941, by executive order of the President for the following general purposes:

1. To coordinate Federal, State and Local government defense activities.
2. To provide State and Local cooperation for the protection of the civilian population in emergencies.
3. To facilitate civilian participation in the defense program.
4. To sustain national morale.

STATE

The *Illinois State Council of Defense* was organized by Governor Dwight H. Green pursuant to the Illinois State Council of Defense Act (approved April 17, 1941) for the following purposes:

1. Supervise and direct defense activities within the jurisdiction of the State Council.
2. Cooperate with Federal agencies engaged in defense activities.
3. Cooperate with Councils of Defense in other states.
4. Organize local defense committees.

LOCAL

Local Councils of Defense may be created in their respective areas by the Mayor of each city; President of each village and incorporated town, and Chairman or President of each County Board, to cooperate with and assist the State Council in the performance of Civilian Defense activities in their respective areas.

NOTE: Civilian Defense in the Chicago Metropolitan Area (embracing the entire City of Chicago and adjoining minor

civil divisions of Lake, Cook and Du Page Counties in Illinois) is directed by its own Coordinator under the direct supervision of the U. S. Office of Civilian Defense.

U. S. O. C. D. PLAN OF ORGANIZATION

The U. S. Office of Civilian Defense consists of the following divisions:

- I. U. S. Citizens' Defense Corps.
- II. U. S. Citizens' Service Corps.
- III. Civil Air Patrol.
- IV. Civilian Defense Auxiliary Group.

The organization of Local Defense Councils is patterned after the above U. S. O.C.D. plan. (See the accompanying chart of a well organized Local Defense Council.)

ILLINOIS STATE COUNCIL OF DEFENSE

COUNTY DEFENSE COUNCIL

LOCAL DEFENSE COUNCIL
(County or Municipal)
EXECUTIVE DIRECTOR
(or Coordinator)

WARNING
SYSTEM

INFORMATION
COMMITTEE
(Publicity)

CIVILIAN PROTECTION

CIVILIAN MOBILIZATION

I. CITIZENS' DEFENSE CORPS
COMMANDER

II. CITIZENS' SERVICE CORPS
EXECUTIVE

COMMAND POST-CONTROL CENTER
STAFF
STAFF SERVICING PERSONNEL
MESSENGERS - DRIVERS' CORPS I.

VOLUNTEER
OFFICE

1. AGRICULTURE — VICTORY GARDENS

2. EDUCATION

FIRE
AUXILIARY FIREMEN
RESCUE SQUADS 2.

3. HEALTH

POLICE
AUXILIARY POLICE

3.

WARDENS
AIR RAID WARDENS
FIRE WATCHERS
EMERGENCY FOOD & HOUSING

4.

MEDICAL
EMERGENCY MEDICAL SERVICE
NURSES' AIDES

5.

PUBLIC WORKS
DEMOLITION AND CLEARANCE CREWS
ROAD REPAIR CREWS
DECONTAMINATION SQUADS

6.

UTILITIES
UTILITIES REPAIR SQUAD

7.

RECRUITING
—
ASSIGNING
—
TRAINING
—
RECORDS

WOMEN'S
DIVISION

CONSUMERS' SERVICE
—
NUTRITION
—
COOPERATION
IN ALL
COUNCIL
ACTIVITIES

4.
HOUSING

5.
LABOR

6.
RATIONING

7.
SALVAGE

8.
TRANSPORTATION

9.
BOND AND STAMP
SALES

10.
WELFARE

11.
OTHER TYPES
COMMUNITY
WAR ACTIVITY

INFORMATION COMMITTEE AND VOLUNTEER OFFICE

THE DEFENSE COUNCIL should have these two service sections which serve both of the functioning branches (Citizens' Defense Corps and Citizens' Service Corps) in their respective fields.

INFORMATION COMMITTEE (*Publicity*)

This committee serves as the Defense Council's publicity department. It gathers and sends out news using the media of newspapers, radio, motion pictures, pamphlets and public speakers to keep the public informed as to the Defense Council's activities in the community and to emphasize the necessity for full cooperation with those activities. The Chairman and members should include individuals with professional training in this field. It is the function of the Information Committee to organize a speakers' bureau and to assist, where necessary, in the establishment of a local information center equipped to answer questions about local civilian defense activities.

VOLUNTEER OFFICE

THE VOLUNTEER OFFICE is an essential agency of the Local Defense Council. It recruits and enrolls volunteers for all defense activities and assigns them to training or directs them to particular services. It maintains the active file of volunteers enrolled for service. Its function is to be continually replenishing the ranks of civilian defense personnel and providing the man power for existing and future war programs by means of its active registration files.

THE OCD REQUIRES THAT ALL VOLUNTEERS BE ENROLLED IN THE VOLUNTEER OFFICE AND THEIR RECORDS KEPT ON FILE. THIS INCLUDES ALL ACTIVITIES OF CIVILIAN DEFENSE.



I. CITIZENS' DEFENSE CORPS

THIS CORPS is composed of trained civilian volunteers organized to provide defense against the immediate consequence of air attacks, sabotage, or any other hostile acts and is headed by a Commander who is responsible for the organization, training and equipment of the Citizens' Defense Corps and charged with its proper functioning in an emergency.

The Corps consists of the following services:

1. Command Post—Control Center
2. Emergency Fire Service
3. Emergency Police Service
4. Air Raid Warden Service
5. Emergency Medical Service
6. Emergency Public Works Service
7. Emergency Utilities Service

1. Command Post — Control Center

The Command Post is the Control Center of the community and is the headquarters of the Commander and his Staff. Here is received all information essential for operating civilian protection service during an emergency. The Control Center receives air raid warnings and transmits them to proper recipients and orders the sounding of air raid alarms. It receives reports from wardens concerning damage and it dispatches operating units of the protection service to bombing incidents.

Staff

The Commander's Staff is composed of an Executive Officer, Director of Civilian Defense Schools, Controller, Personnel Officer, Property Officer, Transport Officer, Billeting Officer, and the Chiefs of the Emergency Services.

Executive Officer—Second in Command. Has assigned to him the Incident Officers.

Incident Officers—Should be familiar with the character of the service operations and represent the Commander at the scene of the incident. When an incident that has been reported involves the dispatch of units or squads of two or more services, an Incident Officer should be sent to the scene to take charge.

Director of Civilian Defense Schools—Responsible for the direction and supervision of training of volunteers.

Controller—Responsible for proper operation of the Control Center. Succeeds the Executive Officer in order of command. Plans the Control System, selection, training and testing of the personnel of the Control Center Staff. Is assisted by a Plotting Officer, Chart writer, Communication Officer, Panel Clerk, Records Clerk, a Radio Aide and personnel of the Control Center Staff.

Personnel Officer—Keeps personnel records of all enrolled volunteers and clears reports of casualties, evacuations and deaths due to enemy action to proper departments.

Property Officer—Responsible for all clothing, protective devices, machines, tools and material issued to members or units of the Defense Corps. He should be bonded in an amount commensurate with the value of the property.

Transport Officer—Prepares inventory of available volunteer drivers units, taxicab companies and other transportation units.

Billeting Officer—Surveys emergency housing facilities, maintains a billeting list and arranges for equipment of emergency barracks.

(The insignia, quota per 1000 population, qualifications, duties and hours of basic training in specified fields for the Citizens' Defense Corps is as follows:)

STAFF SERVICING PERSONNEL



6 per 1000 (4 men and 2 women).

Executive type, able to work long hours in emergency, to direct work, type records, operate switchboard and handle general office duties.

FIRST AID	FIRE	GAS	GENERAL
10	3	2	5

MESSENGERS



8 per 1000 (1 man, 1 woman, 6 youths).

Boys and girls (15 to 21) able to ride a bicycle or motorcycle, to carry supplies, dispatches and messages wherever needed.

FIRST AID	FIRE	GAS	GENERAL
10	3	2	5

DRIVERS' CORPS



5 per 1000.

Men and women—experienced drivers to drive in blackout and air raid conditions.

FIRST AID	FIRE	GAS	GENERAL
10	0	5	5

2. Emergency Fire Service

The Chief of the Emergency Fire Service shall represent the established Fire Department of the community in the Control Center and shall

1. Maintain a traffic board showing the equipment on hand, dispatched and returned.
2. Prepare and maintain a map showing location of all equipment and facilities.
3. Relay orders for dispatch of necessary equipment and personnel to scene of emergency.

The Chief of the community Fire Department shall organize, train and direct Auxiliary Firemen and Rescue Squads.

AUXILIARY FIREMEN



4 per 1000.

Able bodied men to assist the regular fire fighting forces of the community when called on.

FIRST AID	FIRE	GAS	GENERAL
10	10	2	5

RESCUE SQUADS



2 per 1000.

Strong men to rescue persons trapped in debris and render first-aid.

FIRST AID	FIRE	GAS	GENERAL
20	10	5	5

3. Emergency Police Service

The Chief of the Emergency Police Service shall represent the local Police Department in the Control Center.

The Chief of the local Police shall

1. Organize, train and direct Auxiliary Police.
2. Fingerprint all volunteers.
3. Give special training in law enforcement, traffic regulations, law of arrests, protection of evidence, prevention of crime and prevention of sabotage.

AUXILIARY POLICE



4 per 1000.

Strong men, capable of commanding respect and discipline, to assist the police department in enforcing blackout restrictions, traffic control and guard duty.

FIRST AID	FIRE	GAS	GENERAL
10	3	5	5

4. Air Raid Warden Service

Directed by a Chief Air Raid Warden whose duty it is to

1. Organize and train (a) Air Raid Wardens
(b) Fire Watchers
(c) Emergency Food and Housing Corps.
2. Establish posts.
3. Appoint Wardens for zone, sector, block and buildings.
4. Handle Blackouts and Air Raid Precautions.
5. Train for special duty.

AIR RAID WARDENS



FIRST AID	FIRE	GAS	GENERAL
10	3	5	5

8 per 1000 (6 men and 2 women).

Leader type, to enforce blackout regulations; direct persons to shelters; report fires and fallen bombs; help fight incendiary bombs; detect and report presence of gas; administer elementary first-aid; assist victims in damaged buildings and cooperate with the police force.

FIRE WATCHERS



FIRST AID	FIRE	GAS	GENERAL
0	5	2	5

10 per 1000.

Alert and intelligent men who take posts on roofs, doorways and other vantage points, to spot and fight incendiary bombs.

EMERGENCY FOOD & HOUSING CORPS



FIRST AID	FIRE	GAS	GENERAL
0	0	2	5

1 per 1000.

Strong, capable men and women to help provide food and shelter and other emergency welfare service for the homeless.

5. Emergency Medical Service

The Chief of the Emergency Medical Service shall represent the Medical Service field units and Medical Auxiliaries in the Control Center and shall

1. Dispatch Medical Field Units to scene of emergency.
2. Organize casualty information and mortuary service.
3. Provide and maintain a map showing locations of hospitals, casualty stations, first-aid posts, decontamination stations and medical supply depots.

EMERGENCY MEDICAL SERVICE



FIRST AID	FIRE	GAS	GENERAL
20	0	2	5

3 per 1000.

Doctors, Nurses, Nurses' Aides and Orderlies, to give emergency care to injured; serve in Field Units; proceed to scene of disaster and set up casualty stations; and establish advanced first-aid posts.

NURSES' AIDES



FIRST AID	FIRE	GAS	GENERAL
10	0	2	5

6 per 1000.

Strong, intelligent and courageous women to assist nurses in Wards and Out Patient Clinics of hospitals and Public Welfare Services; assist Emergency Medical Field Units and assist in casualty stations and First-aid Posts.

6. Emergency Public Works Service

The Chief of the Public Works Service is responsible for

1. Organization and training of Demolition and Clearance Crews and Decontamination Squads.
2. Direct and dispatch service and repair crews to place of emergency.
3. Chart existing facilities.
4. Obtain record of Sewer and Water Systems.
5. Obtain map of streets, alleys and highways.

DEMOLITION & CLEARANCE CREWS



FIRST AID	FIRE	GAS	GENERAL
0	3	2	5

2 per 1000.

Strong men to remove rubble, fill bomb craters and remove unsafe walls or parts of buildings, usually after the air raid.

ROAD REPAIR CREWS



FIRST AID	FIRE	GAS	GENERAL
0	3	2	5

2 per 1000.

Husky men capable of heavy work for long hours, to do such road repair work necessary to restore normal flow of traffic after air raids.

DECONTAMINATION SQUADS



FIRST AID	FIRE	GAS	GENERAL
10	0	5	5

1 per 1000.

Strong, specially trained men, to treat clothing and equipment, as well as streets and walls, contaminated by war gas.

7. Emergency Utilities Service

The Chief of Emergency Utilities Service is responsible for

1. The planning and execution of Blackouts as ordered by the Commander.
2. Installation, maintenance and operation of a Public Warning System.
3. Organization and training of volunteer auxiliaries to assist existing repair squads for utilities service.
4. Dispatch needed repair units to scene of emergency.
5. Maintain control panel showing where units are at all times.
6. Maintain proper maps showing mains, sewers, conduits, cables and information for the utilities service.

UTILITIES REPAIR SQUAD



[NAME OF UTILITY]

FIRST AID	FIRE	GAS	GENERAL
0	0	3	5

Unlimited number of persons experienced in repair of damaged utilities. (Regular repair squads employed by utilities.)



II. CITIZENS' SERVICE CORPS

THE SERVICE CORPS is composed of trained civilian volunteers employed to do the many civilian war jobs (other than the Defense Corps work) that must be done to keep the Home Front strong and maintain a high spirit and lead the fight against insecurity and poor health within the community.

This Corps is headed by an Executive assisted by a Staff composed of Chairmen of the Service Committees. The Executive and Chairmen are appointed by the Defense Council.

Membership in the Citizens Service Corps is open to qualified volunteers in civilian war services regarded by Defense Councils as essential to the prosecution of the war in a particular community. Volunteers who complete 50 hours of war service volunteer work or who complete prescribed courses of training are entitled to wear the official insignia of the U. S. Citizens Service Corps.

Since local conditions vary, some Councils may emphasize certain of these programs, but the following war service programs of the Citizens' Service Corps are generally included in the Defense Council activities:

Agriculture

Deals with war time problems affecting agricultural production, farm food supply, farm crops, transportation, harvest combines, farm labor supply, etc. To avoid duplication and overlapping of activities, the Local Councils should work through the County Agricultural Planning Committee and Farm and Home Advisors of the Extension Service in Agriculture and Home Economics. These Advisors will cooperate in meeting war time agricultural problems.

An important function of this committee is to organize a

sub-committee to handle the promotion and direction of the Victory Gardens Program, an activity vital in meeting the food supply problem.

Education

The function of this service is to counteract enemy propaganda; promote pro-democracy programs, such as forums and study groups, for the purpose of educating the community with regard to the issues at stake, the danger of repeating rumors and our efforts to win the war; and to give all necessary assistance to local schools to meet emergency problems caused by the war.

Health

This committee coordinates health and medical facilities, supplements the work of existing agencies with trained volunteers, develops community understanding of problems of public health, medical care, immunization, sanitation and prevention of disease. It organizes home nursing classes, mothers' classes, maternal and child welfare stations. It sponsors blood donor drives. Its activities fall within the field and authority of local and state health agencies and the U. S. Public Health Service of the Federal Security Agency. Where conditions require, special assistance should be given to health and civil authorities to help suppress prostitution and control venereal diseases.

Housing

In war production or military camp communities, this committee studies the inadequacy of housing in the community and develops plans to use existing housing to the fullest extent possible in connection with war needs. Should cooperate with Rent Administrator and other Federal authorities in the housing field to obtain and provide additional housing where needed.

Labor Supply

This committee assists in developing adequate plans for the conservation and fullest use of man power in war production. It works closely with the War Production Board, U. S. Employment Service and the War Man Power Commission, and helps the U. S. Employment Service and the War Man Power

Commission in the recruiting and placement of labor when called upon by these agencies. In industrial cities, it enlists the assistance of the Central Labor Council to help man war service drives and activities. In rural communities, this committee includes in its membership the Labor Supply Committee of the County War Board which has primary responsibility for meeting the serious problems of farm labor supply. The Labor Supply Committee should encourage and assist community vocational and industrial training programs and serve to coordinate such activities for the purpose of increasing man power for war production.

Rationing

This committee assembles data from business and social organizations concerning the need of rationing additional products or for modification or expansion of existing price controls and rationing regulations and should inform O.P.A. through the local War Price and Rationing Board of any local economic factors affecting the welfare of the community. It provides W. P. & R. Boards with volunteers for rationing programs as well as programs originated by Consumers Relation Div. of O.P.A. and advises with the War Price and Rationing Board in matters of complaints concerning the manner in which the Board conducts its duties, such as, lack of uniformity in decisions, discrepancies, discrimination, etc. The Chairman of this committee should consult with the Chairman and heads of the War Price and Rationing Board as to the qualifications of candidates nominated by the Local Defense Councils as members of such board. This committee should function in close cooperation with the Local Consumers Service Committee.

Salvage

The Salvage Committee is charged with the important responsibility of maintaining the greatest possible participation of all the people of the community in the Salvage program. Its principal objectives are

1. To canvass every person, home, farm, office, business and institution.
2. To provide the volunteer man power for separate campaigns and drives and also

3. To set up a system for a thorough and continuing collection for the duration of the war.

This committee works with the County Chairman on Salvage and also cooperates with and carries out suggestions of the State Salvage Chairman of the Illinois State Council of Defense.

Transportation

This committee is necessary in cities of 10,000 population or more. It plans and sponsors a car-sharing or group-riding and staggered-hour program. It develops and carries out these and other programs needed to supplement mass transit facilities in order to relieve existing transportation problems in the community, which contribute to the conservation of gasoline, rubber, etc. It cooperates with and assists in all programs developed by the Office of Defense Transportation.

War Bonds and Stamp Sales

The function of this committee is to direct and promote the sale of War Bonds and Stamps.

Welfare

Concerns itself with problems of family security and child care in war time. It should develop a sound program of day care for children of working mothers. The Welfare Committee cooperates closely with the Illinois Department of Public Welfare, Office of Defense Health and Welfare Services, the Children's Bureau, the U. S. Department of Labor, and the County Supt. of Public Welfare.

Other Types of Community War Activity

From time to time Councils of Defense may initiate important community war service programs as needs for them arise or such programs may be suggested by the Illinois State Council of Defense or the various Federal agencies. Great care should be taken, however, not to duplicate the work of any existing committee or public agencies or in some instances that of recognized private agencies with existing programs.

In defense areas and communities near military camps, a

proper additional activity would be the planning of recreation and leisure time activities for service men when outside naval and military reservations and for workers in war industries and their children. The committee to handle this activity should include representatives from all local recreation agencies, both public and private.

WOMEN'S DIVISION

The function of the Women's Division is to give opportunity to women in war work for which they are particularly adapted, as individuals or as groups. This work should originate with and be coordinated through a chairman of women's activities, planned in conjunction with the Coordinator of the Local Council of Defense.

Consumer problems and Nutrition are especially assigned to the Women's Division. However, women's participation is not to be limited to these two programs, but should be extended to cover all phases of the activities of the Councils of Defense, such as—Red Cross, Health, Recreation, Day Nurseries in Defense Areas, War Bonds, Rationing, Drivers' Corps, Victory Gardens, Salvage, Education, Speakers, Housing, etc.

Nutrition

A Nutrition Committee should be organized for the purpose of developing within a community a program for the maximum health and efficiency of the public. Its purpose is to develop interest in and knowledge of the more important fields of nutrition, namely: food buying, preparation, growth, preservation—Milk Projects, lunches and the Food Stamp Plan.

The Committee accomplishes its purpose by conducting classes and demonstrations, through publicity and exhibits, assembling, preparing and distributing nutrition information, consultant services, and conducting refresher courses for professional volunteers.

Organizations and groups engaged in nutrition activities and with which the Nutrition Committee should cooperate are the schools, playgrounds, welfare agencies, Red Cross, Parent

Teacher Organizations, Medical and Dental groups, County Nutrition Committees, Agricultural and Industrial Organizations.

Consumer Service

A Consumer Interest Committee or Center should be organized to bring about community understanding of rationing; price control of food, rent, clothing and supplies; conservation of food and equipment; substitution; housing and related consumer problems. The Chairman and members of the committee may be persons with training or experience as home economists or nutritionists, sympathetic to both the consumer and the local merchant.

The program of the Consumer Interest Committee may be carried on through educational publicity, radio and press; study classes and demonstrations; or individual consultant services.

Consumer centers should be established in public buildings, and serve as a clearing house for the selection, preparation and distribution of consumer information. These functions should be carried on by the recruiting and training of volunteers.



III. CIVIL AIR PATROL

THE CIVIL AIR PATROL is composed of licensed volunteer pilots and others skilled in aviation activities and is engaged in civilian defense air activities supervised and directed by the National Commander of Civil Air Patrol. It is the duty of the Civil Air Patrol to make a survey of all civilian pilots and planes, make emergency flights and engage in local patrols.



NAME OF SERVICE

IV. CIVILIAN DEFENSE AUXILIARY GROUPS

THIS CORPS is composed of those persons whose duties require their presence on the streets during an air raid or black-out, such as doctors and registered nurses other than those in the Emergency Medical Field Unit, drivers of municipal or privately owned ambulances, reporters, press photographers, news-reel men, operators of essential local and interurban transportation facilities, mail men, undertakers, forest fire fighter service, officials and employees of State and local Health Departments responsible for sanitation of food and water supplies, and government officials (Federal, State and Municipal) whose position may require them to perform duties during an emergency.

GENERAL INFORMATION

Franking Privilege

Each Local Council should make arrangements for the appointment of a Distribution Agent who will be authorized to mail under the franking privilege civilian defense material of the character specified by the United States Office of Civilian Defense and the postal authorities. (See Illinois State Council of Defense Letter of Instruction in re Franking Privilege—Aug. 10, 1942.)

Insignia Officer

Articles bearing the O.C.D. insigne can be purchased only through and with the approval of the Illinois State Council of Defense. Local Councils should designate an Insignia Officer to receive orders from persons deserving and entitled to use official articles and to send such orders, with funds to cover the purchase price, to the Illinois State Council of Defense. (See Illinois State Council of Defense Letter of Instruction in re O.C.D. Insigne—July 15, 1942.)

BIBLIOGRAPHY

GENERAL BIBLIOGRAPHIES

Citizens' Defense Corps

For Planning Guides, Memoranda, Text Books, Lectures, Training Guides and Handbooks for use of the Citizens' Defense Corps, refer to the complete list of publications appearing in Appendix B of "Staff Manual—United States Citizens' Defense Corps."

Citizens' Service Corps

For various community war activities, see complete bibliographies and recommended reading contained in "Handbook for the United States Citizens' Service Corps" and the Citizens Handbook for War, entitled, "What Can I Do?"

(All Publications listed in the above general bibliographies may be obtained by ordering through the Illinois State Council of Defense, 188 West Randolph St., Chicago, Illinois.)

PUBLICATIONS RELATING TO SPECIFIC ACTIVITIES

Agriculture

"Instructions for Victory Gardens"; miscellaneous literature, instructions and directives issued by the Illinois State Council of Defense.

Consumers' Service

What you should know about Wartime Price Control. (O.P.A.)
Handbook on National Defense Consumer Information Center.
(O.P.A.)

Economics on the Home Front. (O.P.A. 1942)

Volunteers in Consumers' Programs. (O.C.D.)

Consumer's Guide. (O.P.A.)

The Consumer in the War (O.P.A.—O.E.M.)

What Wartime Price Control Means to You. (O.P.A.)

Literature of U. S. Dept. of Agr.

Education

Volunteers in Education (O.C.D.)

Education for Victory (F.S.A.)

Morale (Off. of Ed., 1941)
Divide and Conquer (Off. of Facts & Figures)
The Use of Volunteers—A Collection of Suggestions
(Off. of Ed. and F.W.A., 1941)

Health

Volunteers Health, Medical Care and Nursing (O.C.D.)
Wake up Main Street (Pub. Health Serv., 1941)

Housing

War Production Board & National Housing Policy for War
Housing (Nat. Housing Agency, 1942)
Introduction to Housing Facts and Principles (Edith Elmer
Wood, 1939)
Public Housing (F.H.A.)
Housing for Health (Comm. on the Hygiene of Housing of the
Am. Pub. Health Ass'n, New Haven, Conn.)

Labor Supply

Miscellaneous literature, instructions and directives of the
Illinois State Council of Defense.

Nutrition

Volunteers in Nutrition (Off. of Ed. F.S.A., 1941)
Are We Well Fed (Dept. of Agr.)
Nutrition Education and School Program (Off. of Ed. F.S.A.,
1941)
Consumer's Guide (Dept. of Agr.)
Literature of U. S. Dept. of Agr.
Literature of Col. of Agr., U. of I., Urbana

Rationing

Miscellaneous literature, directives and instructions of the
Illinois State Council of Defense.

Salvage

National Salvage Campaign (portfolio)
Salvage Committee Promotion covering Plan Book, Publicity
and Promotion suggestions, etc., issued by the War Produc-
tion Board Conservation Division.
War on Waste (Am. Jr. Red Cross, 1942)
War Against Waste (W.P.B. Bur. of Ind. Services, 1942)
Miscellaneous literature and directives of the Illinois State
Council of Defense.

Transportation

"Suggestions for Organizing Car Sharing Plans in Local Communities"; directives and instructions issued by the Illinois State Council of Defense.

Conservation of Vital War Transportation (O.D.T.)

War Bonds

Defense Savings Bonds and Stamps (Treas. Dept., 1941)

Handbook for Canvassers of Pledge Campaign (Treas. Dept., 1942)

Land of Free (Treas. Dept., 1941)

Welfare

Volunteers in Family Security (O.C.D.)

Volunteers in Family Service (Family Welfare Ass'n, 1942)

Volunteers in Child Care (O.C.D.)

Community Program of Day Care of Children of Mothers Employed in Defense Areas (Children's Bur., 1942)

Information Committee

Local Civilian Information Committees—A Suggested Plan of Organization (O.C.D.)

Victory (O.E.M.)

Divide and Conquer (Off. of Facts & Figures)

A Manual for Speakers (O.C.D.)

O.C.D. News Letter

Illinois Mobilizes (I.S.C.D.)

Volunteer Office

A Civilian Defense Volunteer Office (O.C.D.)

RECOMMENDED BASIC READING

All Chairmen, Directors and Executives of Local Councils of Defense should be familiar with the following basic publications which may be obtained from the Illinois State Council of Defense:

Staff Manual.

Air Raid Warning System.

Training Courses for Civilian Protection.

War Traffic Control.

Control System of the Citizens Defense Corps.

Regulation No. 3 U.S. Citizens Defense Corps.
How to Organize Civilian Protection in Your Community.
Civilian Defense—General Outline of Organization and Duties
for Local Councils.
Handbook for U.S. Citizens' Service Corps.
A Civilian Defense Volunteer Office.
Local Civilian Defense Information Committees—A Suggested
Plan of Organization.
O.C.D. Insignia (Illinois State Council of Defense Letter of
Instruction July 15, 1942).
Franking Privilege (Illinois State Council of Defense Letter of
Instruction Aug. 10, 1942).

INDEX

Authority for Civilian Defense	6
Bibliography	27
Chart of Local Defense Council Organization	8, 9
Citizens' Defense Corps	11
Air Raid Warden Service	14
Air Raid Wardens	15
Command Post	11
Control Center	11
Decontamination Squads	17
Demolition and Clearance Crews	16
Drivers	13
Fire Service	13
Fire Watchers	15
Firemen Auxiliary	13
Food and Housing	15
Medical Service	15
Messengers	13
Nurses Aides	16
Police Service—Police Auxiliary	14
Public Works Service	16
Rescue Squads	14
Road Repair Crews	17
Staff	11
Utilities Service—Repair Squads	17
Citizens' Service Corps.	18
Agriculture	18
Education	19
Health	19
Housing	19
Labor Supply	19
Rationing	20
Recreation	21
Salvage	20
Transportation	21
War Bonds and Stamps	21
Welfare	21
Civil Air Patrol	24
Civilian Defense Auxiliary Groups	25
Franking Privilege	26
Illinois State Council of Defense	
Chart of Geographic division	5
Geographic division	4
Members and Officers	2
Information Office	10
Insignia	26
Volunteer Office	10
Women's Division	22
Consumers Service	22
Nutrition	22

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